


**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
**KA 'OIHANA HO'ONA'AUAO**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

December 12, 2024

TO: Principals (All)  
Teachers

FROM: Sean Bacon   
Sean Bacon (Dec 11, 2024 16:25 HST)  
Assistant Superintendent

SUBJECT: 2024-2025 School Year Reclassification Guidelines for Teachers

Please find attached the Teacher Reclassification Guidelines for the 2024-2025 School Year (SY). Academic and Department Professional Development credits used for teacher reclassification should relate to standards-based instruction aligned with the school's academic plan. These credits should impact the school's effort to improve student learning and the teacher's performance in their teaching area; therefore, it is important that teachers enroll in coursework that meets these goals with the guidance of their principal/administrator.

The current 2024-2025 SY guidelines may be found using this [link](#).

The Hawai'i State Department of Education has extended the Fall 2024 Submission Deadline to January 15, 2025.

Should you have any questions regarding these guidelines, please contact the Teacher Reclassification Unit at (808) 441-8383 or via email at [teacher.reclassification@k12.hi.us](mailto:teacher.reclassification@k12.hi.us).

SB:at  
Attachments

- c: Complex Area Superintendents
- Certificated Human Resources Regional Officers
- State Public Charter School Commission
- Hawai'i State Teachers Association
- Teacher Reclassification Unit
- Teacher Recruitment Unit